

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

Records Retention and Disposition Schedule

Organizational Name Change

An organizational name change to this Records Retention and Disposition Schedule is hereby approved. The Records Retention and Disposition Schedule reflects an organizational change from **Department of Agriculture** to **Department of Agriculture and Consumer Services**. No new items have been added, no items have been deleted, and no changes have been made to any existing series descriptions or disposition instructions in the most recent schedules of the Department of Agriculture. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the


DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

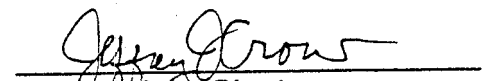
do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. Public records including machine readable records not listed in the schedule are not authorized to be destroyed. The

DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

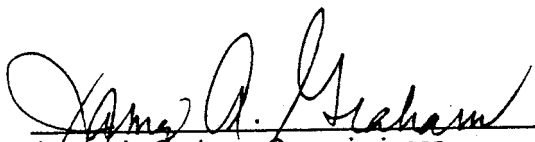
agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

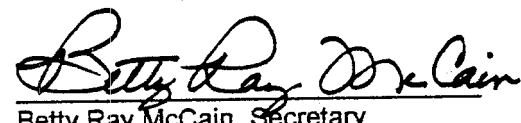
APPROVAL RECOMMENDED


Harry Daniel, Chief Records Officer
Department of Agriculture and Consumer
Services


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED


James A. Graham, Commissioner
Department of Agriculture and Consumer
Services


Betty Ray McCain, Secretary
Department of Cultural Resources

**DEPARTMENT OF AGRICULTURE
OFFICE OF THE DEPUTY COMMISSIONER II
STATE FAIR DIVISION**

Records Retention and Disposition Schedule

The Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

STATE FAIR DIVISION

do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The N.C. Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. **Public records including machine readable records not listed in this schedule are not authorized to be destroyed.** The

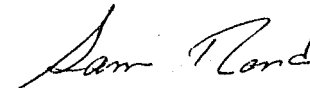
STATE FAIR DIVISION

agrees to destroy, transfer or dispose of records in the manner and at the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



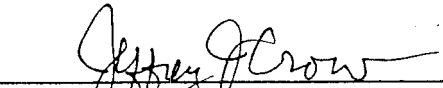
Harry Daniel, Chief Records Officer
Department of Agriculture



Sam Rand, Manager
State Fair Division

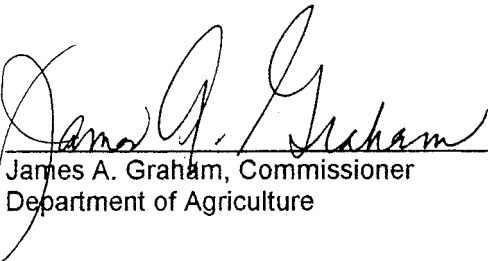


Weldon B. Denny, Deputy Commissioner II
Department of Agriculture

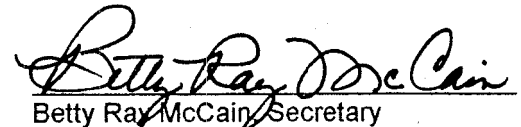


Jeffrey J. Crow, Director
Division of Archives and History

APPROVED



James A. Graham, Commissioner
Department of Agriculture



Betty Ray McCain, Secretary
Department of Cultural Resources

This schedule was modified to
comply with the provisions of the
General Schedule for State Agency Records,
effective October 1, 2000
Remaining items retain the
original date shown below.

February 17, 1997

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**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF THE DEPUTY COMMISSIONER II
STATE FAIR DIVISION
ADMINISTRATION**

ITEM 243. STATE FAIR SUBJECT FILE.

Records concerning the operation of the State Fair. File includes correspondence, contracts, listing of attractions and types of exhibits, applications for rentals, and other related records. Information entered into State Fair Subject Database (Electronic) File (Item 39138).

DISPOSITION INSTRUCTIONS: Transfer to the State Records Center when administrative value ends and released from all audits, whichever occurs later. Records will be held for agency in the State Records Center 5 additional years and then transferred to the custody of the Archives.

ITEM 9425. STATE FAIR SUPPLY FILE.

Record copies of information concerning supplies purchased for the State Fair. File includes loan receipts, supplier's publications, stock record cards, maintenance records, agreements, purchase orders, requisitions, gasoline and lubricant files, preventive maintenance files, equipment records, policy and procedure information, and other related documents.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 9428. PASS REQUESTS FILE.

Listings of individuals issued an admission pass to the State Fair. File also includes copies of requests.

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 9429. EVENTS REPORT FILE.

Record copies of information used to coordinate events at the State Fair.

DISPOSITION INSTRUCTIONS: Item discontinued. Destroy in office immediately.

ITEM 39138. STATE FAIR SUBJECT DATABASE (ELECTRONIC) FILE.

Machine readable records concerning management activities. Electronic file includes drafts of contracts, agreements, leases, correspondence, and other related records. (Electronic files are maintained by Agricultural Statistics Division, Systems Analysis and Computer Programming Section.)

DISPOSITION INSTRUCTIONS: Erase in office electronic files when administrative values ends and released from all audits. Agency representative will update electronic file periodically.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF THE DEPUTY COMMISSIONER II
STATE FAIR DIVISION
ENTRY STATE FAIR SECTION**

ITEM 39143. COUNTY SHEETS FILE.

Reference copies of completed forms concerning the number of entries from each county. Forms list names of counties, total number of entries, names of departments, names of exhibitors, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 39144. ENTRY LEDGERS (BROWN BOOKS) FILE.

Completed ledgers concerning exhibitors who compete in State Fair competition. Ledgers list names of exhibitors, exhibitors numbers, names of items, amounts of entry fees, names of counties, and other related data. Information entered into Entry Ledgers (Brown Books) Database (Electronic) File (Item 39145).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

ITEM 39145. ENTRY LEDGERS (BROWN BOOKS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning exhibitors who compete in State Fair competition. Electronic file includes names of exhibitors, exhibitors numbers, names of items, entry fees, names of counties, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office magnetic disks when administrative value ends.

ITEM 39146. ENTRY FORMS FILE.

Completed forms received from exhibitors competing in State Fair competition. Forms list department codes (letter), class or premium numbers, description of articles, names and addresses of exhibitors, exhibitor social security numbers, names of counties, and other related data. File also includes programs for livestock shows. Information entered into Entry Forms Database (Electronic) File (Item 39147).

DISPOSITION INSTRUCTIONS: Destroy in office after 2 years.

ITEM 39147. ENTRY FORMS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning exhibitors competing in State Fair competition. Electronic file includes names of departments, exhibitors names and addresses, dates, amount of money collected, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office magnetic disks when administrative value ends.

ITEM 39148. ENTRY FORMS PRINTOUTS FILE.

Computer generated printouts produced from Entry Forms Database (Electronic) File (Item 39147). Printouts list names of departments, exhibitors names and addresses, dates, and amount of money collected. File also includes copies of receipts.

DISPOSITION INSTRUCTIONS: Destroy in office when administrative value ends.

ITEM 39149. JUDGES BOOKS (LEDGERS) FILE.

Completed ledgers concerning awards and/or premiums issued at the State Fair. Ledgers list names of exhibitors, premium numbers, types of awards, names of judges and/or awarding committees, and other related data. Information entered into Judges Books (Ledgers) Database (Electronic) File (Item 39150).

DISPOSITION INSTRUCTIONS: Destroy in office after 3 years.

**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
OFFICE OF THE DEPUTY COMMISSIONER II
STATE FAIR DIVISION
ENTRY STATE FAIR SECTION**

ITEM 39150. JUDGES BOOKS (LEDGERS) DATABASE (ELECTRONIC) FILE.

Machine readable records concerning awards and/or premiums issued at the State Fair. Electronic file includes names of exhibitors, premium numbers, types of awards, names of judges and/or awarding committees, and other related data.

DISPOSITION INSTRUCTIONS: Transfer 1 security copy of each magnetic disk to an off-site location for backup storage. Agency representative will update periodically. Erase in office magnetic disks when administrative value ends.

ITEM 39151. STATE FAIR RIBBON ORDERS FILE.

Records concerning the ordering of ribbons, trophies, and banners to be awarded at the State Fair. File includes catalogs, brochures, correspondence, names of departments, types of exhibits, amount of premiums, fees paid for awards, and other related records. Information entered into State Fair Ribbon Orders Database (Electronic) File (Item 39152).

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 39152. STATE FAIR RIBBON ORDERS DATABASE (ELECTRONIC) FILE.

Machine readable records concerning ribbons ordered for various departments and categories. Electronic file includes department names, types of trophies or plaques awarded, sizes of ribbons or banners, and other related data. (Electronic files are maintained by Agricultural Statistics Division, Systems Analysis and Computer Programming Section.)

DISPOSITION INSTRUCTIONS: Agency representative will update periodically. Erase in office when administrative value ends.

ITEM 39153. STATE FAIR RIBBON ORDERS PRINTOUTS FILE.

Computer generated printouts produced from State Fair Ribbon Orders Database (Electronic) File (Item 39152). Printouts list names of departments, ribbons and banners descriptions, types of trophies or plaques awarded, and other related data.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.